

POLISI IECHYD A DIOGELWCH
HEALTH AND SAFETY POLICY

TEITL Y POLISI: <i>POLICY TITLE:</i>	<i>Health & Safety Policy</i>
UWCH-GYFARWYDDWR A CHYFRIFOLDEB: <i>RESPONSIBLE EXECUTIVE DIRECTOR:</i>	<i>Chief Executive (Executive Director Corporate Services)</i>
PWRPAS: <i>PURPOSE:</i>	<i>To ensure the institution, entitled ‘Grŵp’ meets its statutory responsibilities for health and safety by providing appropriate management policies and practices. In meeting these standards the Grŵp recognises its legal responsibilities as an employer, to safeguard the health and safety needs of its employees, learners and those affected by its activity.</i>
OBLYGIADAU RISG: <i>RISK IMPLICATIONS:</i>	<i>This policy is imperative to ensure the health and safety of all stakeholders, including staff and learners across the Grŵp.</i>
EFFAITH AR DDWYIEITHRWYDD <i>IMPACT ON BILINGUALISM</i>	<i>A Welsh speaking Health & Safety Officer is available</i>
EFFAITH AR GYNALIADWYEDD <i>IMPACT ON SUSTAINABILITY</i>	<i>Not applicable</i>
ARGYMHELLIAD: <i>RECOMMENDATION:</i>	<i>To approve</i>
CYFATHREBU <i>COMMUNICATION</i>	<i>The Policy will be made available to all staff on the Grŵp’s website and intranet.</i>
PWLLGOR / GRŴP MONITRO: <i>COMMITTEE / GROUP RESPONSIBLE FOR MONITORING:</i>	<i>Safety, Health & Environment Committee</i>
CYMERADWYWYD GAN: <i>APPROVED BY:</i>	<i>Safety, Health and Environment Committee Tim Polisi Corporation Board</i>
DYDDIAD CYMERADWYO <i>APPROVAL DATE:</i>	<i>Grŵp Safety Health & Environment Committee approved – 22/03/2023 Board approval :- 20/04 2023</i>
DYDDIAD ADOLYGU <i>REVIEW DATE CYCLE:</i>	<i>Within 2 years</i>

The General Statement of Health and Safety Policy applies to all areas and aspects of Grŵp activity and all staff, learners and all other persons affected by it.

1.0 GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

1.1 It is the policy of Grŵp Llandrillo Menai, so far as is reasonably practicable, but in accordance with the relevant legislation, statutory requirements and good practice, to ensure the health and safety of staff, learners and visitors to the Grŵp.

1.2 This statement sets out the full commitment of the Board and the senior management of the Grŵp to implementing this policy, provide leadership in health and safety and ensure that proper consideration and support are given to health and safety provisions, as appropriate.

1.3 In practical terms the responsibility for ensuring the safe performance of any activity rests with those who have, to any degree, the management, stewardship, supervision or control of it, or who arrange and direct it, as well as with those who carry it out. Everyone must have regard for health and safety and the importance of maintaining appropriate standards.

1.4 The Grŵp considers that health and safety procedures are about the management of risk and not necessarily about the complete elimination of risk. Their purpose is not to prevent activities on the grounds that an element of risk exists, but to enable activities to be undertaken in a reasonable and safe manner.

1.5 The Grŵp is also committed, as far as is reasonably practicable, to:

- i. Ensuring the prevention of injury and health impairment to all those affected by its activities;
- ii. Achieving and maintaining good practice in health and safety;
- iii. Promoting positive health and safety behaviour and culture;
- iv. Seek continued improvement in overall health and safety performance.

1.6 In pursuance of these commitments, the Grŵp's objectives are to:

- i. Promote the use of good health and safety practices in both existing and proposed activities and managerial systems;
- ii. Appropriately resource health and safety risk management and the implementation of this Policy Statement through the provision of adequate personnel, support, expert assistance, competent advice, time and funding;
- iii. Supplement this Policy with more detailed Standards, management systems and information on particular hazards and risks;
- iv. Provide and maintain premises and equipment that are operated without significant risk to health and safety;
- v. Identify hazards that may arise through the activities of the Grŵp, to assess the risks arising and to implement effective control measures to eliminate, minimize or manage any significant risks and thereby enable the activities to occur safely;
- vi. Implement safe systems of work that eliminate or control all significant hazards and risks to health and safety;

- vii. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, learners and others;
- viii. Implement a monitoring, inspection and auditing procedure to ensure effective management of health and safety throughout the Grŵp;
- ix. Consult and work with employees and employee representatives on health and safety matters;
- x. Encourage staff to set good standards of health and safety by personal example;
- xi. Make arrangements for the dissemination of relevant information, co-ordination of policy and practice and cooperation with other employers or establishments where Grŵp employees or learners share premises or facilities with them and where other employees and contractors work on Grŵp premises;
- xii. Monitor the overall health and safety position of Grŵp via a regularly reviewed and annually reported Health and Safety Risk Profile;
- xiii. Critically evaluate relevant data on the health and safety performance of Grŵp;
- xiv. Report annually on Health and Safety Key Performance Indicators (KPIs) and compare these against relevant sector norms, where possible and with due regard to other contextual information;
- xv. Keep all Health and Safety Policies, Standards and procedures under regular review so that important and relevant legislation, Codes of Practice and appropriate guidance are taken into account.

Declaration

This statement has been approved and adopted on behalf of the Grŵp by:

ROLE	SIGNATURE	DATE
Chair of Board		20/04/2023
Chief Executive Officer		20/04/2023
Principal (Coleg Llandrillo)		20/04/2023
Principal (Coleg Menai & CMD)		20/04/2023
Executive Director (Academic Services)		20/04/2023
Executive Director (Commercial Development)		20/04/2023
Executive Director (Corporate Services)		20/04/2023

Date of implementation of this Policy Statement, which is hereby referred to as the Grûp Health and Safety Policy, is 01/07/2021. Last review date 20/04/23

Date of the next formal review of this Policy by the Grûp Safety, Health and Environment Committee shall normally be within two years.

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ROLES, RESPONSIBILITIES, ORGANISATION AND ARRANGEMENTS

By means of the Grŵp Health and Safety Policy Statement, coupled with the Grŵp's management structure, the Grŵp has established clear lines of responsibility for implementing its Health and Safety Policy commitments. The role and responsibility of each person and body at the Grŵp are described as follows.

1.0 RESPONSIBLE ROLES

The "Responsibility for Safety and Health Hierarchy" can be found in Figure 1.

1.1 THE GRŴP BOARD (GOVERNING BODY)

As the legal employer, the Board has ultimate ACCOUNTABILITY responsibility for the health and safety of staff, learners and other people affected by the Grŵp's activities. The Board will select a suitable representative to act as Link Governor for Health and Safety.

1.2 SENIOR POST HOLDERS

Note: Senior Post Holders are members of Tîm Polisi.

The Chief Executive Officer of the Grŵp, has overall responsibility to the Grŵp Board for the promotion, implementation and administration of the Grŵp's Health and Safety Policy and Standards. In terms of day-to-day responsibility the Chief Executive Officer is supported by the Grŵp Senior Post Holders, reflecting the Grŵp's management structure (Tîm Polisi).

Senior Post Holders are accountable for the management and administration of the Grŵp's health and safety policy. Senior Post Holders are also accountable for responding to incidents in their areas. This includes implementing Grŵp strategy and policies, monitoring all aspects of Grŵp performance and exercising leadership within the Grŵp collectively and individually, with due regard for their decisions and for the impact that those decisions have on health and safety. They may also delegate health & safety duties and responsibilities to Senior Managers, in line with College/Departmental managerial and organizational arrangements, although responsibility may be delegated accountability remains with Senior Post Holders. Accountabilities include setting health & safety expectations, ensuring legislative compliance and controlling and legislative breaches within their area. This includes instigating immediate control measures, organising effective investigations and implementing any longer term controls or improvements.

1.3 SENIOR MANAGERS

Note: Senior Managers are members of Tîm Strategol.

The Chief Executive Officer requires all those with managerial or supervisory responsibilities at senior management level to exercise sufficient oversight and control to satisfy themselves on a day to day basis that due regard is paid to the requirements of the Grŵp Health and Safety Policy within those areas and activities of the Grŵp that operate under their control or direction. Senior Managers are responsible for overseeing those colleges, departments and staff who report to them and for promoting health and safety.

Senior Managers are responsible for the day-to-day management of health and safety within their College or Department. They may also delegate duties and responsibilities to Programme Area Managers / Functional Area Managers, in line with College/Departmental managerial and

organizational arrangements, although responsibility may be delegated accountability remains with Senior Managers. They also have a responsibility to escalate any health & safety issues to their managers, Safety Health & Environment department or ultimately in line with the Grŵp Whistle Blowing policy.

1.4 PROGRAMME AREA MANAGERS AND FUNCTIONAL AREA MANAGERS

Note: Programme Area Managers and Functional Area Managers are members of Grŵp Tîm Rheoli.

The Chief Executive Officer requires all those with managerial or supervisory responsibilities to exercise sufficient oversight and control to satisfy themselves that due regard is paid to the requirements of the Grŵp Health and Safety Policy within those areas and activities of the Grŵp that operate under their control or direction. Programme Area Managers / Functional Area Managers are responsible for overseeing those Areas, Departments and staff who report to them and for promoting health and safety.

Programme Area Managers / Functional Area Managers are responsible for the day-to-day management of health and safety within their Programme Area or Department. They may also delegate duties and responsibilities to Supervisors, Lecturers and Officers, in line with College/Departmental managerial and organizational arrangements, although responsibility may be delegated accountability remains with the Programme Area Managers and Functional Area Managers. They also have a responsibility to escalate any health & safety issues to their managers, Safety Health & Environment department or ultimately in line with the Grŵp Whistle Blowing policy.

1.5 SUPERVISORS, LECTURERS AND OFFICERS

Members of staff and others who act in a supervisory role, such as Lecturers and Instructors, are responsible for conducting their activities (and any activities over which they have management or control) in a safe manner. Those who act in a supervisory role include academic staff in their role as supervisors of learners and staff, in the context of teaching and research, or during other directed activities.

Every person who supervises must ensure that, together with employees and learners under their control, they know and understand their responsibilities under the relevant legislation, risk assessments and appropriate Health and Safety standards and procedures. They must ensure that, in any situation that may arise, reasonable precautions are taken. For example, when in charge of learners, research workers, employees, volunteers, visiting academics or visitors, either individually or in groups, in order to ensure, so far as is reasonably practicable, the safety and health of those persons and anyone who may be affected by their activities. They also have a responsibility to escalate any health & safety issues to their managers, Safety Health & Environment department or ultimately in line with the Grŵp Whistle Blowing policy.

1.6 ALL STAFF AND LEARNERS

Every member of staff and every learner is under a legal obligation to take reasonable care of their own health and safety, and the safety of others who may be affected by their actions or inactions.

Every Grŵp employee and learner must comply with the rules and requirements set out in this Policy, Standards and other associated policies and procedures.

All staff and learners whilst at the Grŵp and whilst away on Grŵp business or related activities are expected to:-

- i. Behave responsibly and to take reasonable care for the health and safety of themselves and other persons who may be affected by their work or activities;

- ii. Participate in appropriate health and safety training, as required;
- iii. Undertake suitable and sufficient risk assessments and/or follow stipulated control measures and procedures;
- iv. Co-operate with other staff and learners to enable them to carry out their own health and safety responsibilities;
- v. Report to supervisory staff any situation, working practice or procedure which they suspect is potentially hazardous;
- vi. Report all accidents and incidents to supervisory staff or other appropriate person;
- vii. Use, but not misuse, protective clothing, equipment or materials provided;
- viii. Comply with the health and safety rules, policies and instructions, both spoken and written, which are issued to them; and to
- ix. Use machinery, plant or equipment in the manner for which they were designed and in accordance with the appropriate safety precautions.

The Grŵp and/or appropriate College or Service Department shall ensure suitable instruction, training and supervision is provided to ensure these obligations are capable of being fulfilled.

1.7 STAFF & LEARNERS (AWAY FROM THE GRŴP)

- 1.7.1 Where a member of staff is working away from the Grŵp on Grŵp business the potential risks associated by such work, travel or location shall be assessed by the appropriate Programme Area or Functional Area having due consideration for Grŵp standards and arrangements and, where applicable, Foreign and Commonwealth Office advice and travel health advice provided by the Department of Health/NHS. Risk assessments are also required for overseas travel and are necessary in order to ensure cover under the Grŵp's travel insurance policy.
- 1.7.2 Specific advice on overseas fieldwork, travel and work-experience/placements is available through the Grŵp Portal and from the Safety, Health and Environment team.
- 1.7.3 Grŵp staff who have a Joint Contract, or similar arrangement, with another employer should ensure they follow local health and safety controls, ensuring receipt of suitable health and safety information.
- 1.7.4 Staff who undertake work at third party premises, such as Visiting Academics or part of a Knowledge Transfer Partnership, should ensure that they appraise themselves of local health and safety arrangements on the hosts' premises and should, be inducted on local health and safety controls and where appropriate, should ensure risk assessments are produced.

- 1.7.5 If members of staff have any concern about their health and safety whilst working at a hosts' premises they should report this immediately to their host / line manager and company/organisation contact. Employing Programme Areas and Functional Areas are reminded that they remain generally responsible for members of staff when working away from Grŵp premises.

1.8 SAFETY HEALTH & ENVIRONMENT UNIT

The Grŵp has established a Safety, Health and Environment team to assist in meeting its safety, health and Environment obligations. The team has among its staff, health and safety specialists who act as Competent Persons in advising the Grŵp on health and safety matters as required by the Management of Health and Safety at Work Regulations.

The main functions of the Safety Health & Environment team are to promote, develop, support, co-ordinate, monitor and review health and safety standards throughout the Grŵp and to seek to ensure legal compliance and compliance with any self-imposed standards. It is the responsibility of the Safety, Health and Environment Unit to advise the Grŵp on all applicable legislative and regulatory requirements, areas of risk, good working and managerial practices in respect of health and safety and to take such action as may be required by the Health and Safety Group.

Members of the Safety Health & Environment team have been delegated executive authority by the Chief Executive Officer to formally stop any activity or state of affairs at, or organized by, the Grŵp when it is considered that the safety and health of participants or others may be at significant risk. In such instances a Prohibition Notice may be issued by the Safety Health & Environment team. Such actions shall be reported to and may be reviewed by the Senior Post Holders. All such instances will be reported to, and recorded by, the applicable Safety Health & Environment Committee.

1.9 TRADES UNION, STAFF AND LEARNER SAFETY REPRESENTATIVES

As a consequence of regulations under the Health and Safety at Work etc. Act 1974 and employment law, the recognised Trades Unions within the Grŵp have appointed Safety Representatives to represent the interests of their members on health and safety matters. A number of these Safety Representatives can also act for non- trade union members on health and safety matters.

- 1.9.1 The Director of Human Resources formally records how the Unions wish to share the hours allocated for union activities between the appropriate union representatives. The appropriate Principal / Executive Director is responsible for ensuring that the Trades Unions Safety Representatives are allowed to fulfil their functions.
- 1.9.2 Staff will nominate two of its members (those co-opted onto the Grŵp Board) to serve on the Health and Safety Committee. Learners are normally represented by the Students' Union President. The Grŵp welcomes and supports the contribution of Staff and Learner Safety Representatives to health and safety management systems.

2.0 **INTERFACE WITH STAKEHOLDERS**

2.1 **VISITING ACADEMICS AND GUEST WORKERS / PLACEMENTS**

- 2.1.1 Visiting Academics and other guest workers hosted at the Grŵp on a short-term basis are authorised to be on site only with the permission of the appropriate Senior Post Holder (or nominee) and must follow Grŵp, College, Programme Area / Functional Area health and safety procedures and arrangements. Visiting academics and guest workers must be afforded the same degree of protection against risks to their health and safety as the employees and learners of the Grŵp. Visiting academics, guest workers and the like, shall also receive, from the commissioning or host College, Programme Area / Functional Area, suitable and sufficient information, instruction and training to enable them to undertake their work safely and in accordance with Grŵp, College or Services Department rules. Where the Senior Post Holder delegates authority to approve visiting academics and other guest workers to be on site then this must be appropriate to the risk posed to or by the visiting academic / guest. Reference should be made to the Grŵp External Speaker Policy and Guidance.
- 2.1.2 Short-term Adult Work Experience, Internships, Placements and the like would normally be treated in the same way as Visiting Academics and Guest Workers, with appropriate authorisation and support.
- 2.1.3 Work Experience and Placements of young persons will follow specific procedures as set out in Section 3.0 (Children and Young Persons).
- 2.1.4 All significant risks shall be assessed in accordance with Grŵp and College, Programme Area / Functional Area requirements.
- 2.1.5 It is the responsibility of the authorising person to ensure that the visitor is aware of processes and procedures to report any health & safety matters. They must also ensure that the visitor understands and complies with Grŵp's Prevent, Safeguarding and External Speaker Policies as appropriate.

2.2 **VISITORS AND EVENTS**

- 2.2.1 It is the Grŵp's policy to ensure that visitors to the Grŵp are not exposed to any significant risks to their health or safety. Visitors to Colleges Programme Areas / Functional Areas are the responsibility of the College or Programme Area / Functional Area which they are visiting and necessary safeguards and arrangements must be introduced to ensure their health and safety.
- 2.2.2 Every person with any level of responsibility, including Principals of Colleges and Directors / Heads of Service Departments and those who have to any extent control of areas to which the public have lawful access, are required to ensure, so far as is reasonably practicable, that those areas are safe.
- 2.2.3 Proper and effective steps must be taken by Estates & Facilities, Programme Areas / Functional Areas and visitor hosts to prevent unauthorised access by members of the public to areas or locations where they may be placed at risk. Risk assessments must also consider the possibility of unauthorised access by members of the public.

- 2.2.4 It is the responsibility of the Programme Area or Functional Area arranging a conference or event to ensure that suitable health and safety arrangements and procedures are established.
- 2.2.5 Where Grŵp premises are to be used for external events and conferences it is the responsibility of the organising or facilitating Programme Area or Functional Area to ensure that suitable health and safety arrangements and procedures are in place and the Safety Health & Environment team made aware.
- 2.2.6 Where the Grŵp or College shares property or land with a non- Grŵp organisation then local arrangements must be put in place to ensure adequate liaison and emergency coordination and controls are introduced to safeguard the safety and health of those who may be affected. Such arrangements may be included in a Lease or Rental agreement or through formal memoranda or letters of understanding.

2.3 CHILDREN AND YOUNG PERSONS

- 2.3.1 The Grŵp recognises its extended duty for ensuring the well-being and safety of children and young people when on Grŵp premises or property, or when participating in Grŵp-led activities. This extended duty must be taken into account by every person who is involved to any extent with the supervision or control of children and young persons and when conducting risk assessments.
- 2.3.2 Where Children and Young Persons (under 18) wish to gain Work Experience at the Grŵp the host College or Department must follow specific Grŵp Standards and Procedures for the protection of children and all Placements must be approved by a minimum of a Senior Manager.
- 2.3.3 Each College or Department allowing or inviting children onto its premises or to participate in activities, is required to ensure a suitable and sufficient risk assessment has been produced and adequate controls put in place.
- 2.3.4 The Estates Department is required to consider risks to children in all proposals, designs, developments and maintenance of buildings and external areas; producing risk assessments as appropriate to the risks.

2.4 CONTRACTORS

- 2.4.1 All contractors working at or under the direction of Grŵp are under a legal obligation to ensure that their work is conducted in such a way as to minimise the risks to themselves and others who may be affected by their work. They are also expected to comply with relevant statutory and Grŵp requirements. Failure to do so may be considered grounds for terminating a contract.
- 2.4.2 Responsibility for ensuring that contractors who are employed by the Grŵp are competent and are supervised to the degree necessary to ensure that work is carried out to an acceptable standard of safety, lies with the Programme Area or Functional Area that places the contract. When a contract is placed a person should be nominated to carry out the management of Health & Safety for that contract (Normally the assigned Grŵp Contract Manager). Employing contractors to work on the fabric or engineering services of a building, is normally the specific function of the Estates Department.

- 2.4.3 The Grŵp has corresponding responsibilities in relation to any contractors working on its premises to ensure that they are provided with information about any possible risks to their health and safety and the steps they should take to avoid such risks. It is therefore of great importance that effective cooperation, coordination and liaison exists between the Grŵp and its contractors so that each can be made aware of the needs of the other and the work is undertaken safely and is appropriately managed. Contractors must have work area inductions, be aware of any hazards and understand any access controls and the behavioural requirements of Grŵp specifically when working around learners.
- 2.4.4 If contractors are observed to be working in a manner which endangers themselves or others it is the responsibility of the person making the observation to first halt the work and then contact the Programme Area or Functional Area that engaged the contractors. In the case of most general building work this will be the Estates Department. Where the Programme Area or Functional Area responsible for the work is not known or cannot be contacted an approach should be made to Safety, Health and Environment team.

3.0 **FORMAL COMMITTEES**

The overall design summary for the “Safety Communications Network” can be found in **Figure 2**.

3.1 GRŴP SAFETY, HEALTH AND ENVIRONMENT COMMITTEE

To support the Board / Finance and Resource Committee of the Board the Grŵp Safety, Health and Environment Committee, provides information, reports and advice on issues of health, safety and environment. The Grŵp Safety, Health and Environment Committee acts as a conduit for Health, Safety and Environment communications to and from the Board.

The Grŵp Safety, Health and Environment Committee is the Grŵp-wide consultative and advisory body for health and safety matters affecting staff, learners and visitors. The Committee also approves Health and Safety Standards on behalf of the Board Finance and Resource Committee.

The Grŵp Safety, Health and Environment Committee, will meet once per term.

Membership details are described in its Terms of Reference within the Grŵp Communications and Management Handbook

3.2 PRINCIPALS’ / EXECUTIVE DIRECTOR COMMERCIAL DEVELOPMENT SAFETY, HEALTH & ENVIRONMENT COMMITTEES

To support the Grŵp Safety, Health and Environment Committee, provides information and advice on issues of safety, including regular reports on agreed matters.

The Principal’s / Executive Director Commercial Development Safety, Health & Environment Committees (3 committees) are the college consultative and advisory body for safety matters affecting staff, learners and visitors.

The Principals’ / Executive Director Commercial Development Safety, Health & Environment Committee, which normally meets once per term, reports to the Grŵp Safety, Health and Environment Committee.

Membership details are described in its Terms of Reference within the Grŵp Communications and Management Handbook

3.3 ALL COMMITTEES, GROUPS AND OTHER SIMILAR BODIES

All advisory and decision-making Committees or Groups (for example Environment Focus Group, Equality & Diversity Panel) within the Grŵp are responsible, under this Policy for taking into account the health and safety implications of any advice which they may give and any decisions they take. In addition, they are accountable both collectively and as individuals, for their actions and for the impact such actions may have on the health and safety of others, as well as themselves.

4.0 **MANAGEMENT SYSTEMS AND CONTROLS**

4.1 **GRŴP HEALTH & SAFETY RISK ASSESSMENT**

4.1.1 Although health and safety forms part of the overall GrŴp risk assessment (4 Risk) this needs to be analysed at a more detail level to identify the annual action plan for health and safety.

4.2 **DOCUMENT HIERARCHY AND RECORD KEEPING**

4.2.1 The GrŴp's Health and Safety Policy and Arrangements is the principal document setting out standards and responsibilities. This is supported by:

- Health and Safety Standards for specific hazards and risks, and which are approved by the Safety, Health and Environment Committee.
- Information sheets and guidance, provided by the Safety Health & Environment Unit.
- Local College / Programme Area Health and Safety Procedures, Rules and information.

4.2.2 The GrŴp and its Colleges and Functional Areas are required to keep certain records. The requirements for documented records are available from the Safety, Health and Environment Unit.

4.3 **COMMUNICATION**

4.3.1 Staff and learners will be informed of their general health and safety responsibilities when working and studying at the GrŴp by the:

- GrŴp Staff and Learner health & safety information portal.
- GrŴp Staff and Learner Induction process.
- Staff Contract of Employment.

Colleges / Programme Areas must then provide additional, salient information to staff learners and visitors within their area of responsibility, as required. Information may be conveyed verbally, for example Inductions, Lectures / Training, Briefing Sessions, and / or through documented sources. For example:

- College / Programme Area information sheets.
- College / Programme Area Shared drives.
- Teaching / Resource Materials.
- Relevant documents, for example risk assessments, codes of practice, policies and procedures.

Records of staff and learner Inductions must be kept by the relevant College and Programme Areas.

- 4.3.2 For Contractors, the employing Programme Area / Functional Area must ensure appropriate health and safety information is provided, pertinent to the level of risk and hazards likely to be encountered.

Building and Building Services Contractors would normally be expected to be inducted and to comply with the Estates procedures for Contractors, or similar arrangement.

4.4 COOPERATION AND COORDINATION

- 4.4.1 Every Programme Area or Functional Area and all staff and learners are expected to cooperate in all areas of health and safety and coordinate work to ensure others are not harmed or put at risk by their activities.
- 4.4.2 The Grŵp and its Programme Area or Functional Area, shall ensure suitable arrangements for communicating health and safety information are introduced, as is appropriate.
- 4.4.3 The Safety Health & Environment unit will provide assistance and guidance to individuals or areas where additional guidance is required.

4.5 COMPLIANCE

- 4.5.1 Staff and learners contravening these requirements may be subject to Grŵp disciplinary proceedings and/or possible legal action by the Enforcing Authorities. Any contractor contravening these requirements would have their contract terminated.

4.6 TRAINING

- 4.6.1 It is the Grŵp's policy to provide appropriate health and safety training and/or deliver information, knowledge and / or practical experience to enable all staff and learners to work in a safe and healthy manner. Any internal training provided in English will also be provided through the medium of Welsh.
- 4.6.2 The Grŵp and its Programme Area or Functional Areas must ensure suitable instruction training and supervision is provided so that staff are competent to undertake their roles and duties.
- 4.6.3 Everyone in a level of responsibility including the Board, Senior Post Holders, Directors, Heads, Lecturers and Supervisors shall attend appropriate training and/or receive suitable information as is required and appropriate for their roles.
- 4.6.4 All members of Groups, Advisory and decision making Committees, Sub- Committees, Specialist Groups and or other similar bodies, should be provided with suitable training, instruction and information as is required for them to undertake their roles.

4.7 AUDITS AND REVIEWS

- 4.7.1 The Grŵp's arrangements for managing health and safety risks may be periodically assessed by external parties or peer group. Such assessments would normally be overseen by the Health Safety & Environment unit.
- 4.7.2 Programme Areas or Functional Areas will be audited for compliance with this Policy and key risk management arrangements. Audits will be overseen by the Health Safety & Environment unit and summaries provided to the applicable Safety, Health and Environment Committee. The frequency of area audits will be determined taking into account level of risk, performance in previous audits and any records of incidents or accidents.
- 4.7.3 Grŵp risk areas will also be audited or reviewed to ascertain whether suitable controls are implemented and effectively discharged by the Grŵp and its Programme Area or Functional Areas
- 4.7.4 Reference to audit and review reports would normally be included in the Grŵp's Annual Health and Safety Report.
- 4.7.5 Programme Areas or Functional Areas are required to measure and review their own performance in respect of health and safety standards and management; this would normally be done through using feedback from audit data.

4.8 POLICY REVIEW

- 4.8.1 The Grŵp's Health and Safety Policy and Arrangements will be reviewed periodically by the Safety, Health and Environment Committee. This would normally be at least every two years or following significant changes.

4.9 REFERENCE DOCUMENTS

The following GLLM documents should be read in conjunction with this document. This is not an exhaustive list but intended as a guide only.

- Risk Management Policy
- Equality and Diversity Statement
- External Speaker Policy
- GDPR Data Protection Policy
- Grŵp Welsh Language Policy
- Safeguarding Policy
- Whistle Blowing Policy
- Trips & Visits - Guidelines

RESPONSIBILITY FOR SAFETY AND HEALTH HIERARCHY

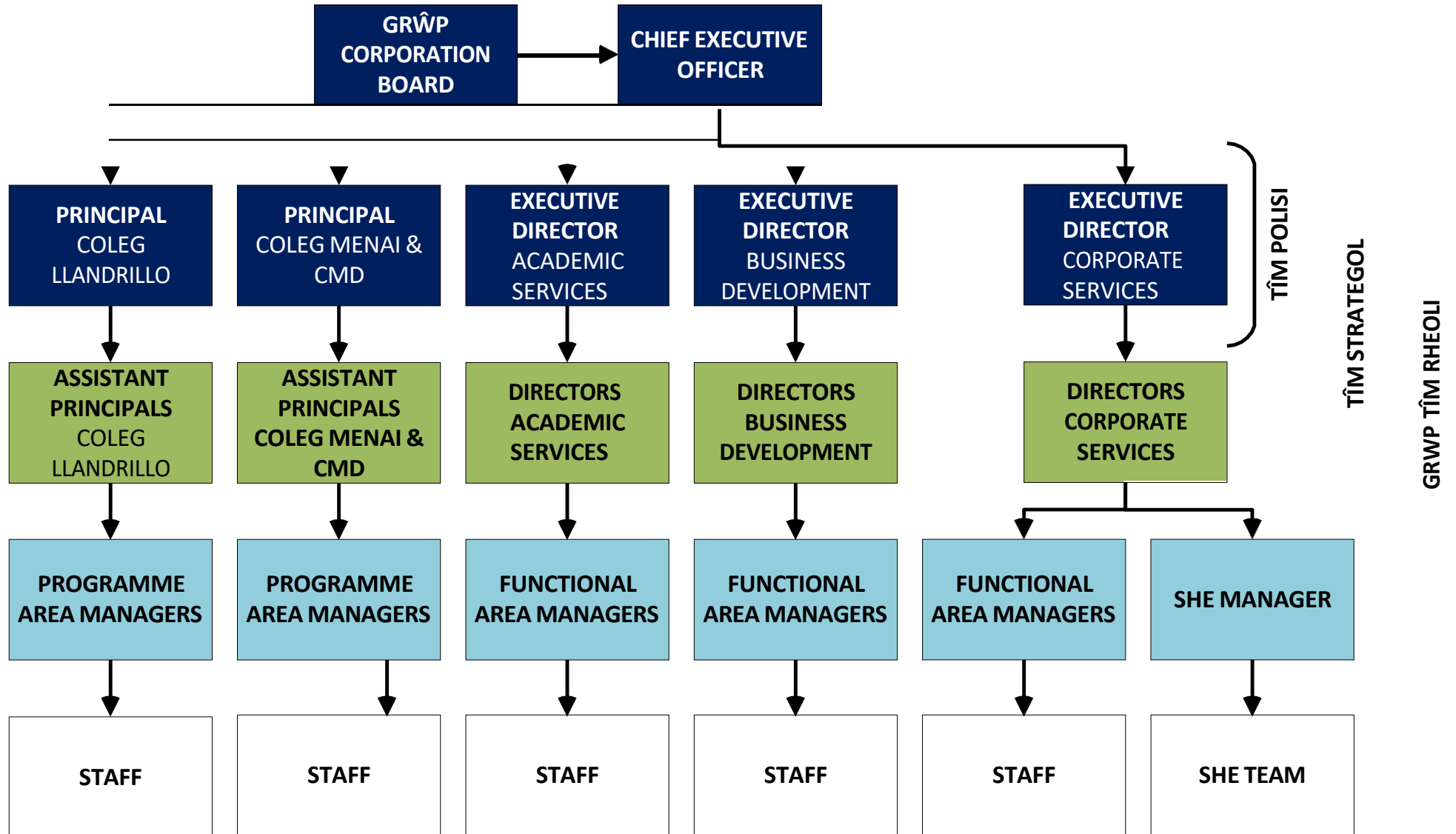


Figure 1.

SAFETY COMMUNICATIONS NETWORK

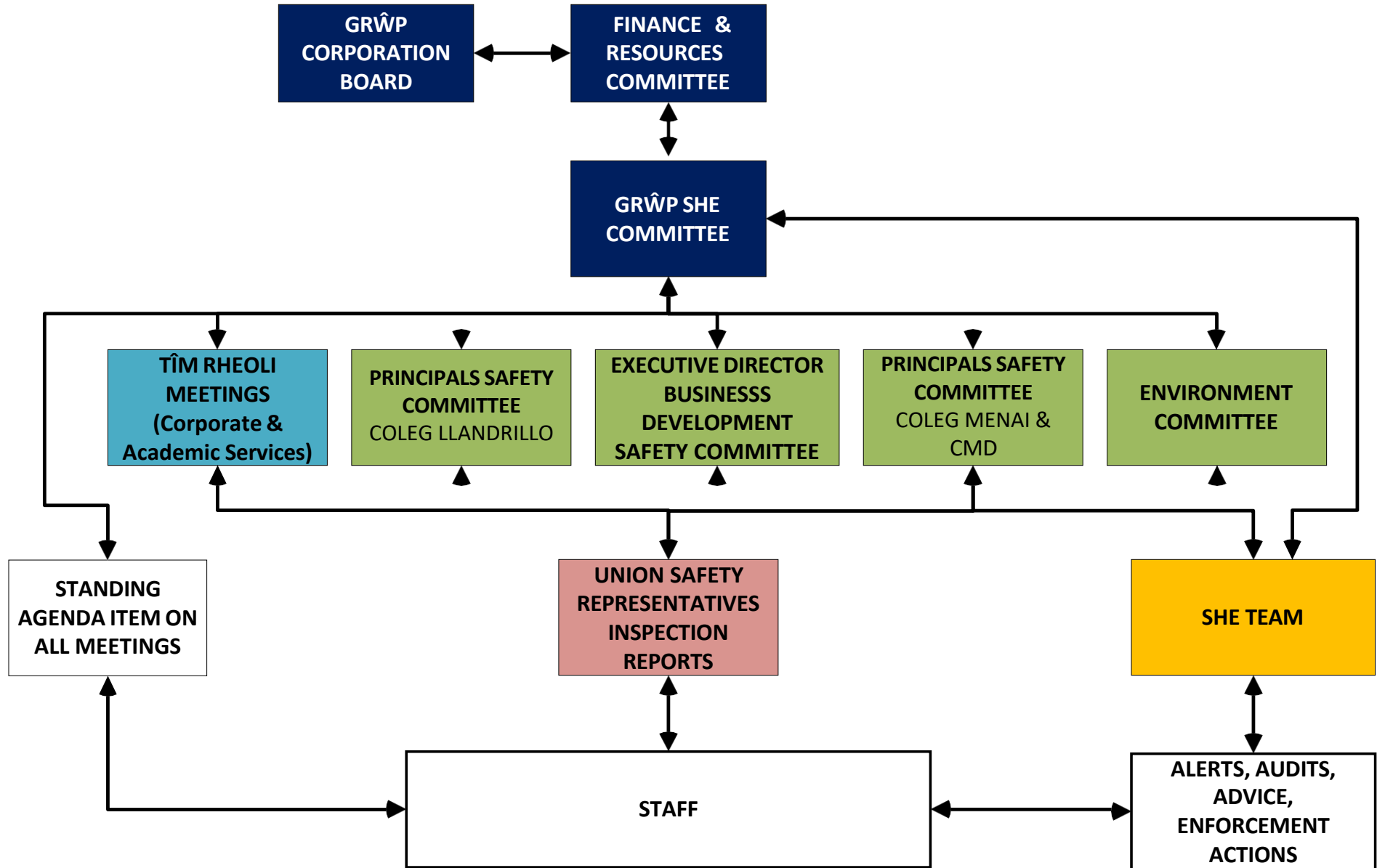


Figure 2.

Equality Impact Assessment

Assessment completed by:	Siân Pritchard	Dated:	21/09/2023
Assessment approved by:	Angharad Roberts	Dated:	21/09/2023

Consideration	Response	Special requirements / controls
Which protected groups might be disadvantaged by the policy/process?	The policy covers all employees, learners, and other key stakeholders across the organisation and aims to treat everyone fairly regardless of protected characteristics. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures.	
Which protected groups might benefit from the policy/process?	All groups benefit from the policy / process in that it ensures the health & safety of all protected groups.	
Does the policy advance equality and foster good relations?	The purpose and intended outcomes of the policy do not seek to foster good relations between and across protected groups. However, the organisation has a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Equality Strategy, Equality & Diversity action plan, Anti Racism Action Plan).	
Could any part of the process discriminate unlawfully?	Not if the policy is followed correctly	
Are there any other policies that need to change to support the effectiveness of this one?	No	
Conclusion	Continue the policy	

SIGNED:	Siân Pritchard Angharad Roberts	Dated:	21/09/2023
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Welsh Language Impact Assessment

Assessment completed by:	Siân Pritchard	Dated:	21/09/2023
Assessment approved by:	Angharad Roberts	Dated:	21/09/2023

Consideration	Response	Special requirements / controls
What positive effects, if any, will the policy decision have on opportunities for people to use the Welsh language, and not to treat the Welsh language	Training opportunities on H&S offered in English will also be offered in Welsh (or bilingually).	


less favorably than English?		
What adverse effects, if any, will the policy decision have on opportunities for people to use the Welsh language, and not to treat the Welsh language less favorably than English?	It is not considered that the policy will have adverse effects on people who wish to use the Welsh language.	
Are there enough Welsh speaking staff available to implement the policy or procedure? If not, what steps will be taken to ensure that sufficient staff are available, and when?	The H&S team has a Welsh speaking H&S officer.	
Does the policy or procedure comply with Grŵp Llandrillo Menai's Welsh Language Schemes/Language Strategy?	Yes	
Conclusion		

SIGNED:	Siân Pritchard Angharad Roberts	Dated:	21/09/2023
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Sustainability Impact Assessment

Assessment completed by:	Lisa Fowlie	Dated:	04/09/2023
Assessment approved by:	Lisa Fowlie	Dated:	04/09/2023

Consideration	Response	Special requirements / controls
How will this policy impact upon the Grŵp's sustainability strategy?	<p>This policy will support the Grŵp Sustainability and Environmental Policy.</p> <p>All persons should be working in a healthy and safe manner that does not cause harm to the environment.</p> <p>This includes risk reduction through purchasing, use and a safe means of disposal of equipment and chemicals.</p>	
Conclusion		

SIGNED:		Dated:	04/09/2023
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